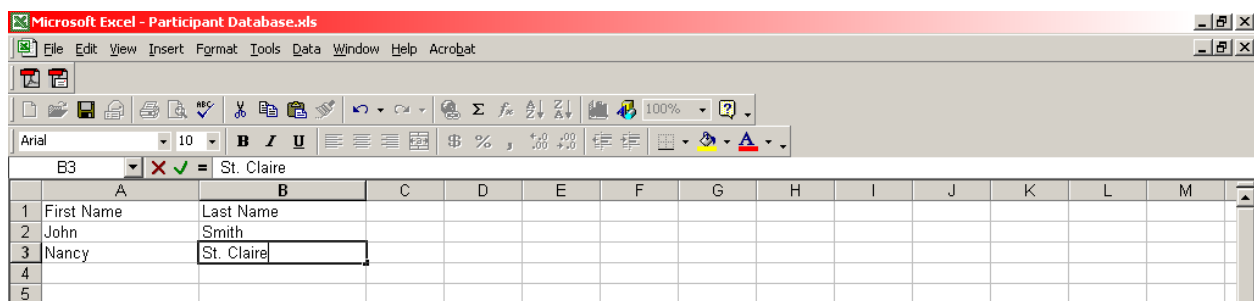


# How To Create CSPO Participant Certificates

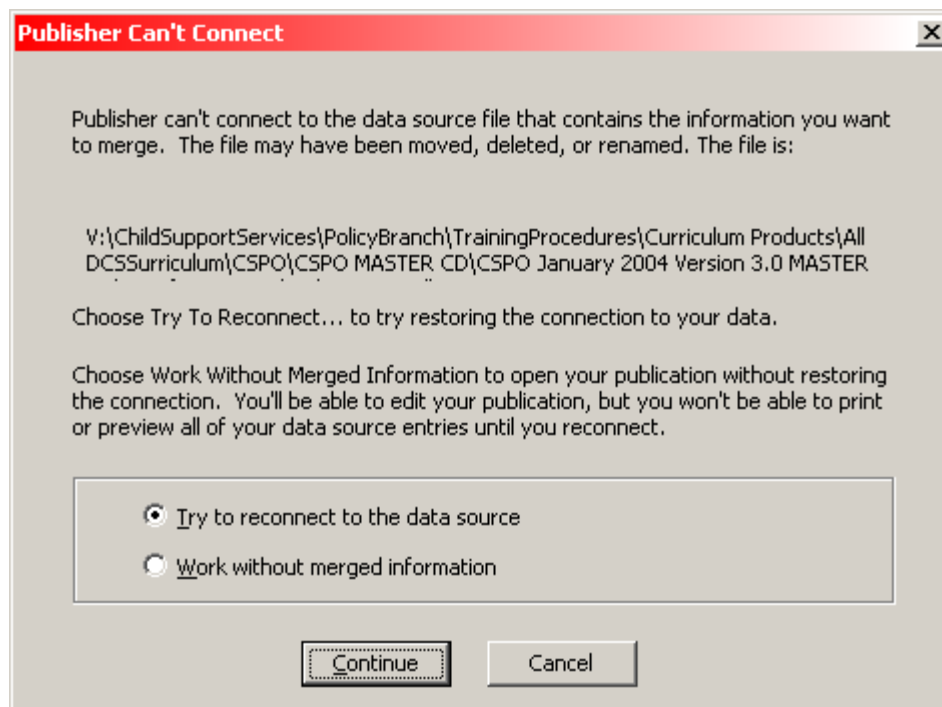
Page 1 of 5

This document should assist in creating the CSPO Participant Certificates using Microsoft Publisher (Version 2000 SR-1).

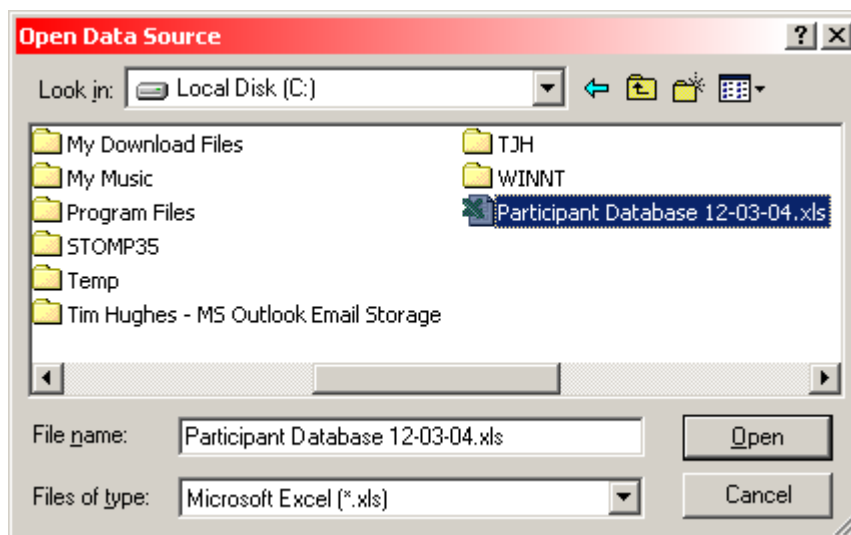
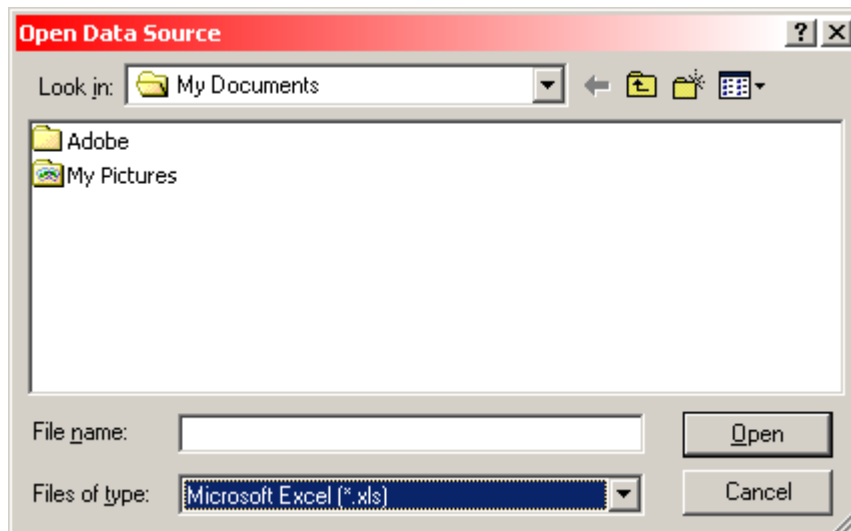
1. Copy the entire Certificate Template folder and its contents to local or network drive. For example, your C: drive.
2. Open the MS Excel file entitled, "Participant Database.xls".
3. Enter each participant's first and last name into the database and save the file.  
NOTE: We suggest you save the file with a different file name, such as by adding the event date to the end (i.e., "Participant Database 12-03-04.xls").



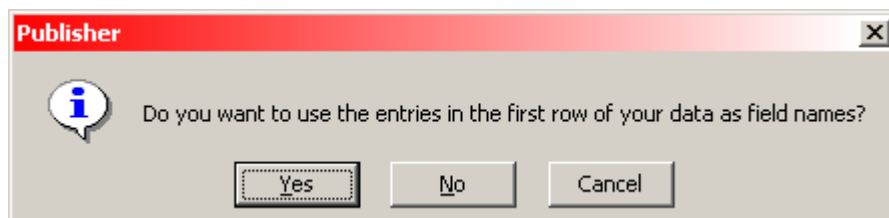
4. Open the MS Publisher file entitled, "LCSA CSPO Participant Certificates.pub".
5. Upon opening this file you should receive a dialog box, *Publisher Can't Connect*, which explains that Publisher can't connect to the data source file that contains the information you want to merge. Be sure that the *Try to reconnect to the data source* option is selected and click the Continue button.



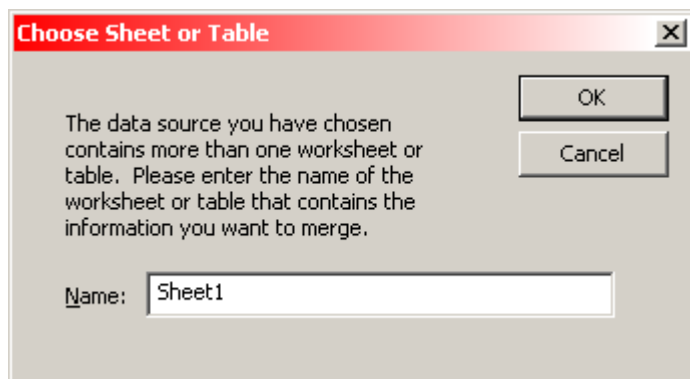
6. Within the *Open Data Source* dialog box, change the *Files of type*: to Microsoft Excel (\*.xls) and locate the appropriate database file (i.e., "Participant Database 12-03-04.xls").



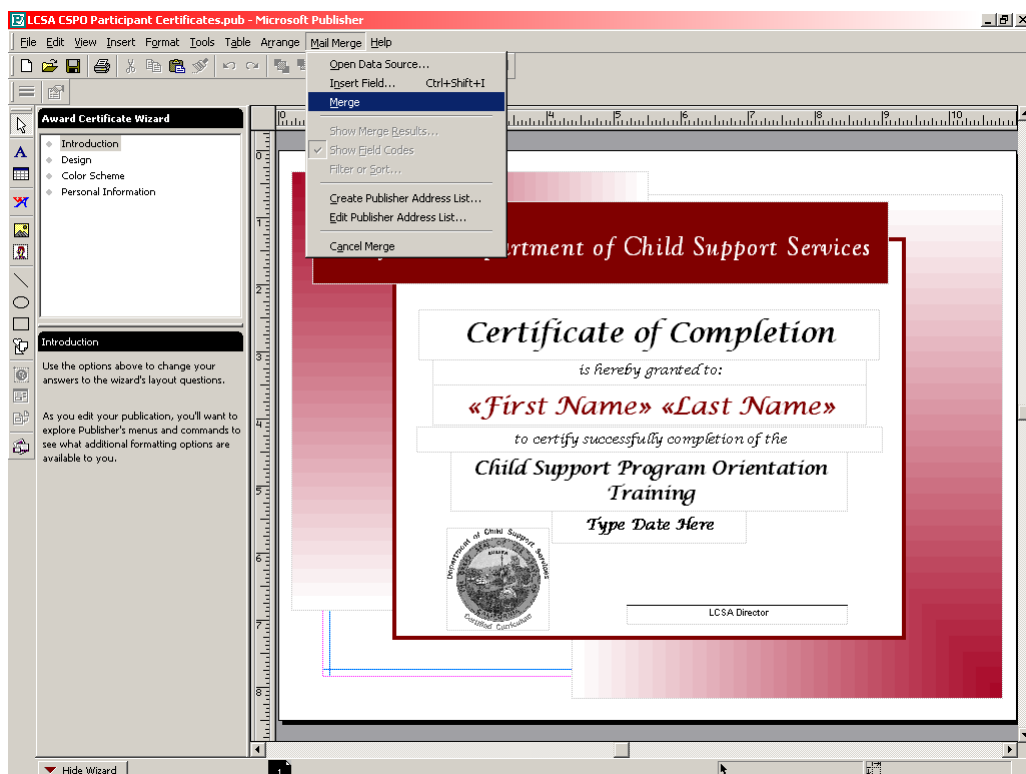
7. Within the *Publisher* dialog box, click the Yes button to use the entries in the first row of your data as field names.



8. Within the *Choose Sheet or Table* dialog box, type "Sheet1" in the Name: field and click the OK button.



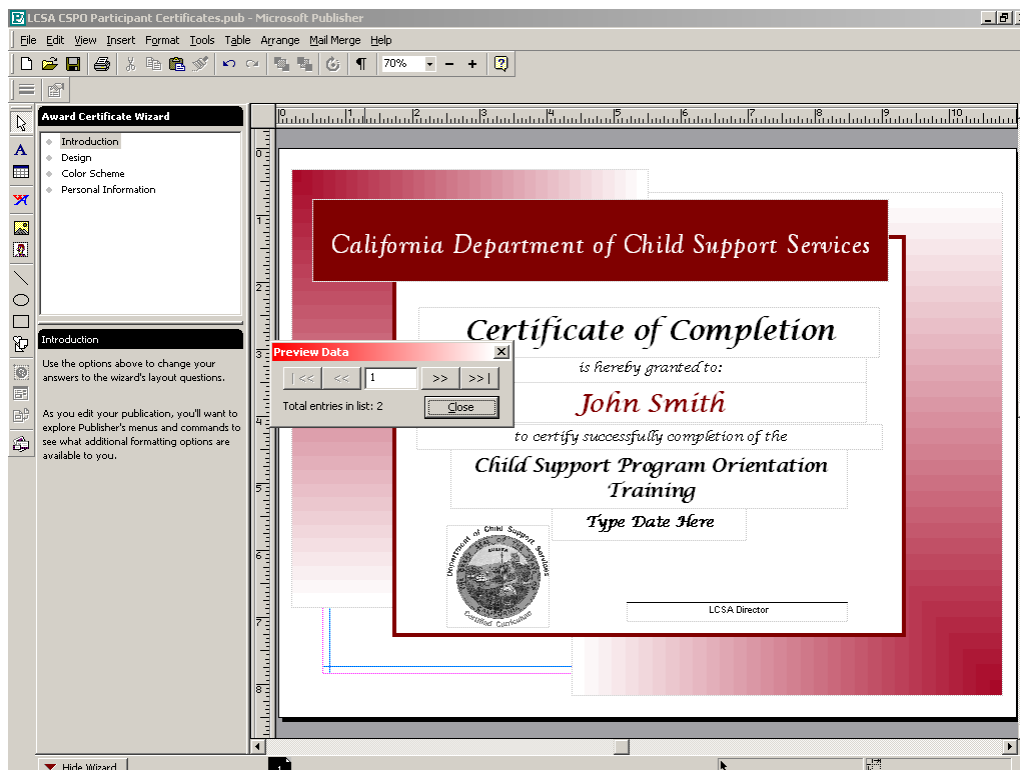
9. The MS Publisher document should open. Select Merge from the Mail Merge drop-down menu.



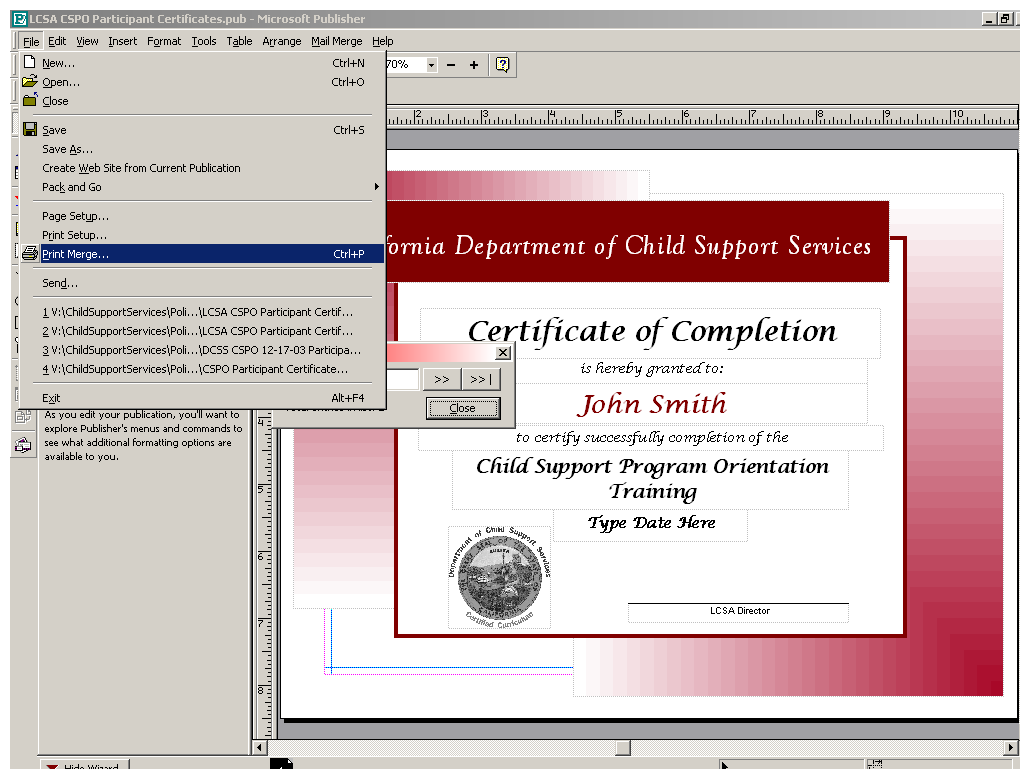
## How To Create CSPO Participant Certificates

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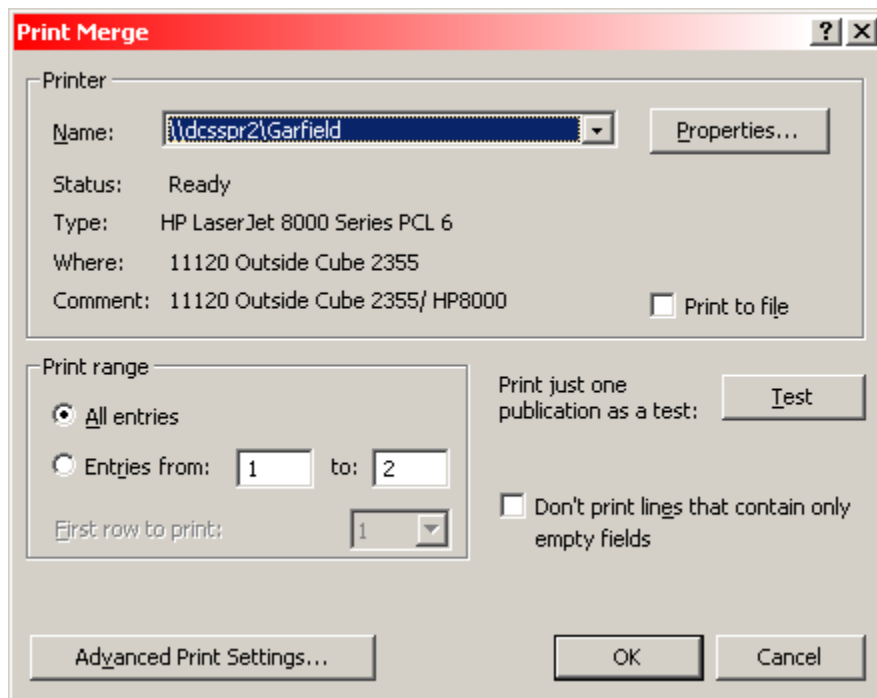
10. The Preview Data dialog box should be present, allowing you to scroll through the merged certificates.



11. To print all or a selection of certificates, select Print Merge... from the File drop-down menu.



To print all entries click the **OK** button. To print only a selection, use the *Entries from:* to populate the desired certificates to print and click the **OK** button.



12. When you are done printing, save the MS Publisher document (i.e., "LCSA CSPO Participant Certificates 12-03-04.pub").